



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **DIRECTOR OF EARLY LEARNING**

Leadership Level: Team Leader 2

Status: F/T

Reports to: Chief Operating Officer

Pay Range: \$39,475 - \$59,213

FLSA Status: Exempt

Department: Child Care

Revision Date: 1/23/20

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Director of Early Learning supports a team of dedicated early learning professionals, ensuring the education, care, and development of 85-100 children ages 0-5. A successful candidate will own the center and foster a culture of empowerment, accountability, and support, while developing and implementing policies, procedures, and curriculum designed to meet the needs of children and parents. This position will join a 3-person administration team to include an Assistant Director (primarily responsible for licensing and staff management) and an Administrative Assistant (primarily responsible for registration and accounts receivable). The Director of Early Learning is responsible for quality improvement initiatives to include curriculum implementation, classroom observations and staff professional development.

ESSENTIAL FUNCTIONS:

1. Provides overall leadership and support to the Piedmont Family YMCA Early Learning Center, located at the Jefferson School City Center.
2. Implements STREAMin3 curriculum. Performs daily classroom observations to support curriculum implementation, models positive behavior and reinforces positive staff/child interactions.
3. Through the development of the staff team, ensures the delivery of high-quality programs and activities that meet the needs of enrolled children and their families.
4. Works closely with assigned ReadyKids specialist to advance quality improvement initiatives.
5. Performs classroom assessments (STREAMin3, CLASS and PALS-PreK) and prepares reports for program stakeholders.
6. Collaborate with teachers to analyze student data, diagnose instructional needs between classes, and identify research-based strategies to close achievement gaps.
7. Develops, manages, and controls the Early Learning Center budget.
8. Assures compliance with federal, state, and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.
9. Ensures compliance with all Virginia State Licensing requirements and maintains a good working relationship with licensing staff.
10. Oversees progress toward Virginia Quality accreditation levels.
11. Serves as the staff liaison for the YMCA Early Learning Committee.
12. Develops and maintains positive relationships with parents, ensuring open communication.
13. Establishes and maintains collaborations with community organizations.
14. Organizes special events for children, parents, and the community.
15. Promotes the Early Learning Center through marketing and outreach efforts.
16. Participates in the annual fundraising campaign as assigned.
17. Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Must meet qualifications for a Center Director as outlined in the Virginia Standards for Licensed Child Care Programs.
- Experience creating, implementing, or managing curriculum in an early education setting.
- Program management experience related to youth development required. Experience in programs that provide care to infants preferred.
- Experience successfully leading staff teams.
- Ability to develop positive, authentic relationships with groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is regularly required to use a computer for extended periods of time and must have the ability to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 25 pounds.
- Sufficient strength, agility, and mobility to perform essential functions of the position and to safely supervise children’s activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date